

ANNOUNCEMENT FOR COOK POSITION AT THE AMERICAN CHARGÉ D'AFFAIRES RESIDENCE

OPEN TO: All interested candidates
POSITION: Cook
OPENING DATE: September 28, 2010
CLOSING DATE: 5:00 p.m. October 7, 2010
WORK HOURS: Full-time; 48 hours/week

The U.S. Embassy in Damascus is seeking an individual for the position of cook at the Residence of the Chargé d'Affaires of the United States of America. The incumbent should be able to work well independently.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent will be responsible for general cooking. This includes but is not limited to:

- a. Prepares the meals for the Chargé d'Affaires and his family and their guests; which usually consists of two simple 3-course meals per day;
- b. Prepares receptions and dinners ranging in size from 2 to 300 guests (seated dinners, buffet dinners, cocktails, teas, etc.) either at the DCR or the CMR as determined by the Chargé d'Affaires;
- c. Prepares all the food in the house except the bread;
- d. Is responsible for all the food shopping;
- e. Keeps the kitchen accounts, checks how the money is spent;
- f. The cook has the major responsibility for maintaining the kitchen in good order and at the highest U.S. cleanliness and hygiene standards.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Professional school desired (hotel school, majoring in restaurant operations).

Experience: Minimum five continuous years as cook.

Language: Level II English Limited knowledge: At this level an employee needs only a limited knowledge of written and spoken English, and a vocabulary limited to the specific occupation. Employee would be expected to understand and carry out verbal instructions of a repetitive nature, and be able to prepare simple reports.

Abilities and Skills: Must be able to prepare and adhere to a budget, must be able to adapt or "upgrade" a private meal to an official one on a last minute notice;

must be flexible. Must be able to prepare Syrian, other Middle Eastern, and American meals.

TO APPLY

Interested applicants for this position should submit the following documents otherwise the application will not be considered:

1. Resume (include employment history for the past 5 years).
2. Proof of previous work experience.
3. Letters of reference from previous employers
4. Copy of Syrian ID card or legal residency and work permit.

Those who are interested may leave the application packet with the guards at the American Cultural Center (Mohammad Abdo Street near Adnan Al-Malki Square)